



## Health & Safety Policy

R. Swain & Sons Ltd  
Medway Freight Centre  
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Strood  
Kent, ME2 2BD

Tel: 01634 733333

## **R. Swain & Sons Ltd**

### **Health & Safety Policy**

The Policy is divided into 3 parts:-

Part 1 – Health & Safety Policy Statement.

Part 2 – Responsibilities

Part 3 - Arrangements

R. Swain & Sons Ltd and its subsidiary companies is a multi-site operation with locations at Strood, Manchester, Woodville, Hatfield (Hallett Silbermann Ltd) and Gatwick (Gatwick Plant Ltd). Its business is road haulage, warehousing and vehicle maintenance. The Health and Safety Policy Statement is detailed below and displayed at all sites:-

#### **Distribution List:**

Paul Kavanagh	-	Managing Director
Shaun Baker	-	Operations Director South
Adrian Tomlinson	-	Operations Director North
Matthew Swain	-	Projects Director
Matthew Sweet	-	Commercial Director
Ian Chapman	-	Finance Director
TBA	-	Compliance and Quality Manager
Richard Berry	-	Health & Safety Consultant (IOSH Accredited)
Peter Ham	-	Group Workshop Manager, Rochester
Marcus Evans	-	General Manager, Manchester
John Robson	-	General Manager, Strood
Adam Dodsley	-	General Manager, Strood
John Astbury	-	General Manager, Woodville
Jon Hugill	-	Director, Hallett Silbermann
Andrew Liggett	-	General Manager, Gatwick Plant



## **HEALTH & SAFETY POLICY – STATEMENT**

The Board of Directors regard the promotion of health, safety and welfare as an essential objective. Our policy is to provide and maintain, so far as is reasonably practicable, a safe and healthy workplace and a safe working environment for all our employees, customers, visitors, contractors and others who may be affected by our activities.

Final and overall responsibility for Health & Safety lies with the Managing Director and the Board of the Swain Group.

The main objectives of this policy are to:

Provide a health and safety organisation to effectively manage and monitor the safety arrangements.

Ensure adequate resources, including the provision of competent personnel, are available to implement this policy.

Ensure a systematic approach to risk assessment and control.

Provide a safe and healthy working environment including safe systems of work.

Provide all such information, instruction and training as is necessary.

Increase the awareness of all employees to their responsibility for the health and safety of themselves and others.

Provide suitable arrangements for employee consultation on matters relating to health, safety and welfare.

The Policy will be continuously maintained and improved, particularly as the business changes in nature and size. To ensure this, the policy and its operation shall be reviewed regularly and amended as necessary. The full Health & Safety Policy is available for all employees to view in selected managers offices.

The Board give their full endorsement to this Policy, supporting all those who undertake to carry it out.

Signed  Date: 2<sup>nd</sup> January 2017.

Name: P Kavanagh – Managing Director.

## **Part 2 – Responsibilities**

Overall and final responsibility for health and safety at R. Swain & Sons Ltd lies with:

### **P Kavanagh - Managing Director**

In particular he will ensure that:

- The company policy is effectively implemented
- Adequate resources are available for the provision of the appropriate health, safety and welfare.
- Competent persons are nominated to provide assistance on health and safety and external health and safety advice is available and sought as and when necessary.

### **Operations Directors and Compliance and Quality Manager**

Specific responsibilities:

- Introduce Corporate Policy to ensure Statutory Compliance at all times and that the company policy is effectively implemented.
- Ensure the policy is reviewed regularly and amended as necessary.
- Control the Recruitment and Selection process to assure Safety considerations are met.
- Ensure the adequacy of safety personnel resources and competency to maintain the corporate safety policies.
- Chair Monthly Management Meetings.
- Keep abreast of changes in legislation to ensure compliance.

### **Responsibilities – General Managers**

These are the General Managers at Strood, Manchester, Woodville, Hatfield and Gatwick.

General Managers have a responsibility within their designated workplaces, and for those employees under their responsibility to:

- Ensure that the Safety Arrangements are effectively implemented for all functions and activities under their control.
- Ensures that all employees receive the appropriate H&S Induction training at the start of their employment, inclusive of temporary employees.
- Ensure that all staff receives the appropriate On the Job training, information, supervision and instruction relevant to their duties.
- Ensures that all injuries, diseases and dangerous occurrences and near misses are investigated.
- Instigates and controls accident/incident and corrective/preventative action programmes.
- Ensures all arrangements and work practices are effectively applied and reviewed as required.
- Controls the work activity of sub-contractors via pre-work meetings review of Method Statements, issue of work control checklists, permit to work issuance.
- Liaise and co-operate with Fire and Safety Representatives.
- Complete and regularly review risk assessments and safe working practices, updating and amending as necessary.
- Ensure the adequacy of safety personnel resources and competency to maintain the corporate safety policies.
- Ensures that Personal Protective Equipment is provided, used and regularly inspected.
- Encourage consultation and staff input on matters relating to health, safety and welfare.
- Distributes and makes available health and safety information.
- Complete monthly Safety inspections.
- Act as Fire Safety coordinator.

### **Responsibilities - All Levels of Line Management & Supervisors**

- Are responsible for ensuring that all personnel under their control or visiting areas under their control:
  - Use all plant and equipment in a safe and correct manner, where necessary using appropriate protective equipment.
  - Maintain gangways and access to emergency doors and equipment clear of obstructions
  - Report any defects in plant or equipment or any safety hazard or unsafe working practice immediately to the appropriate manager/supervisor.
- Must ensure that equipment, work methods, the workplace and environment is as safe as is reasonably practicable.
- Shall maintain good hygiene standards throughout the location.
- Must investigate and report on all accidents and implement preventative measures.
- Shall attend safety committee meetings when required and consider any representation from employees.
- Take all reasonably practicable measures to ensure that their actions or omissions present no health and safety hazard to anyone.

### **Responsibilities - Employees/Temporary Employees & Contractors**

All employees have a legal duty to take care of their own health and safety and that of others that may be affected by their acts or omissions. To co-operate with management to achieve a healthy and safe workplace and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare.

Specific Responsibilities:

- Work in accordance with the training and instruction given.
- Follow the safety arrangements and rules established for your work activities.
- Make use of all safety equipment provided.
- Advise your Fire Safety Representative/Supervisor of any safety hazards or deficiencies in the safety arrangements and controls, observed accidents, dangerous occurrences or near misses.
- Not to undertake any task for which authorisation and or training has not been received.
- Ensure you maintain a clean and tidy workplace.

Breaches of safety rules or interfering with safety equipment will be treated as serious disciplinary offence.

### **Responsibilities - Safety Representatives**

So as to involve everybody at the workplace the company has established a Health & Safety Committee. Names of the members of the Committee are displayed on Notice boards.

The purpose of the health and safety committee is:

- To discuss general matters and complaints from employees affecting the health, safety or welfare at work of employees.
- To examine the causes of accidents at the workplace.
- To investigate accidents and discuss potential hazards and dangerous occurrences.
- To make recommendations and representations to management which progress the reduction in accidents and eliminate dangerous practices.
- To promote health and safety throughout the workforce.
- Consider the impact of new legislation and/or new products/work practices.
- Act as Fire Representatives for Fire Drills.
- To carry out the following inspections:
  - Inspections of the workplace

- Inspections following notifiable accidents, occurrences and diseases
- Inspections of documents and provisions of information
- To attend meetings of the Safety Committee.

### **Part 3 – Arrangements**

The nature of our business involves particular inherent hazards that have to be identified and eliminated or controlled. The following hazards so far identified:

- Manual and mechanical handling of loads and vehicle parts
- Industrial transportation and security of loads
- Stacking and storage
- Use of equipment in repair of vehicles
- Fire and/or other potential disaster
- Entry onto premises of other companies for purposes of loading/off loading
- Storage of hazardous/dangerous materials

Every reasonably practicable measure is taken to minimise and where possible, eliminate the risks associated with the above or any other hazard so identified. Employees are trained, so far as is reasonably practicable, to work safely without endangering their own, or other's health and safety.

This company has specific 'Arrangements'.

### **Statutory Notices**

The following Statutory Notices are displayed on site:

HASAWA  
Safe Use of Electricity  
Abrasive Wheels

### **Company Road Risk Policy**

The management of road risk and the ability of their drivers to drive safely at all times is a primary responsibility and RSS expect all their drivers to have this expectation and behave accordingly. Best Safe Practice is never jeopardised for the sake of any other business process.

a) Journey Planning:

- Drivers will always, to the best of the Company's ability, have their journeys planned and delivery commitments agreed to ensure their required rest breaks are permitted and driver's hours are not breached.
- No drivers will be required to drive when either sick, tired or if weather conditions make it unsafe to do so.

b) Driver Responsibilities:

- All drivers (employed or temporary) will not be permitted to drive Company vehicles unless previously assessed by a Driver Assessor and their driving considered acceptable to the Company's Standard.
- Drivers are issued with a combined Driver's Manual and Drivers Health & Safety Handbook. They contain information and advice relative to Best Driving Practice and Safe Working Procedures.
- All drivers will have their licences regularly checked and it is their responsibility to notify the Company should their licences be endorsed or suspended.

- Drivers are required to carry out basic daily / weekly checks on their vehicles and will have been trained in those procedures.
- It is the responsibility of the driver to be 'fit to drive' If s/he is in any doubt they must advise the Company and not drive.
- Where a driver's standard of driving is below that which is the required standard, s/he will be subject to further training and assessment.
- The Company operates a No Alcohol & Drugs Policy. In most circumstances any driver found to be under the influence of alcohol or non-prescription drugs is liable to instant dismissal. Recognised equipment is on hand and can / will be used if a driver is considered unfit to drive.
- Drivers involved in road accidents are expected carry out the procedure as detailed in the Driver's Manual. All accidents will be investigated.

c) Company Vehicles:

- All Company vehicles are serviced in accordance with MOT requirements and no vehicles are allowed onto the highway unless 'Fit for Purpose'
- It is the responsibility of the driver to notify the workshop of any defects, and to 'park-up' the vehicle immediately s/he believes it unsafe to continuing their journey.

**Stress at Work**

The risk of employees being affected by stress is acknowledged by the Company. Information on reducing the risk of stress is made available and employees are encouraged to discuss stress-related issues with their line manager.

The Company acknowledges the 7 factors which can contribute to work-related stress, as follows:

- **Culture** – of the organisation and how it approaches work-related stress
- **Demands** – such as workload and exposure to physical hazards
- **Control** – how much say staff have in the way they do their work
- **Relationships** – covering issues such as bullying and harassment
- **Change** – how organisational change is managed and communicated within the organisation
- **Role** – whether the person involves their role within the organisation and whether the organisation ensures that the person does not have conflicting roles
- **Support, training and factors unique to the individual** – support from peers and line management, training for the person to be able to undertake the core functions of the job, and catering for individual differences

Additional information relating to stress at work is available via the Health & Safety consultant.

The Company also has a published Equal Opportunities & Dignity at Work Policy.

**First Aid**

An adequate number of trained First Aiders are on site to assist employees in the event of an accident. The names of the First Aiders are displayed on the main notice board and employees should ensure they are aware of who they are.

First Aid boxes are situated around the site and are regularly replenished. The First Aid boxes are inspected periodically by First Aiders to ensure the contents comply with the contents list. If the injury is not treatable on site the employee must be transported to hospital by the company.

## **Reporting of Accidents & RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**

This policy outlines the procedures which are to be adopted when an employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

- a) An accident is an unplanned event which causes injury to persons.
- b) A near miss is an unplanned event which does not cause injury or damage, but could do so.

If involved in an accident it is the responsibility of the person injured, if they are able, to report the accident to their immediate supervisor, or if not available another manager or supervisor on site.

It is the injured person's or the supervisor to whom the injured person reported the accident to ensure that the accident is recorded in the Accident Book and that all personal Injuries, irrespective of seriousness, are notified to the Company using the email template which is accessed via the desktop icon.

The immediate supervisor of the injured person or the General Manager is to carry out an investigation of the cause of the accident and report their findings and proposed remedial action(s) to his/her superior.

An internal Personal Injury form (PIF) is to be completed for all but the most minor of injuries.

If the injury is over seven days in duration, the General Manager or person designated by the General Manager will report it on line to the HSE as required under RIDDOR Regulations within fifteen days of date of accident. In the case of Death/Major Injury/Serious Dangerous Occurrence or Disease the Location Manager will immediately contact the Health and Safety Director and/or Managing Director for him to contact HSE on the Incident Contact Center 0345 300 9923 and online. *In some cases you must immediately telephone the local authorities. Please refer to the HSE website for guidance.*

Any non-employee who experiences an accident or near miss incident whilst on the premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to. All injuries must be reported in the Accident Book, however minor. Visitors and contractors who are unable to enter their own account in the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

The Director responsible for Health & Safety and Managing Director, R. Swain and Sons Ltd must be informed of any Major Accidents and/or Dangerous Occurrences as soon as is reasonably practicable/immediately.

All Accident Records will be reviewed by the Compliance and Quality Manager or his appointed Consultant.

All personnel on site must report accidents and near miss incidents whilst carrying out working activities on behalf of the company. The three most important steps are to:

- a) make sure that all relevant details are reported as soon as possible, in accordance with the company's procedures,
- b) remove residual hazards that may pose a risk to other people in the area and,
- c) notify management of incapacity for work that results from an injury sustained during a work activity.



## **Accident Prevention**

The General Manager together with other Line Managers and Supervisors has the authority to, and is expected to stop any operation considered to be unsafe, or likely to cause an accident.

Any occasion where it has been considered necessary to stop an operation for the above reasons, is to be reported to the General Manager, as soon as is reasonably practicable. The incident is to be logged, analysed and any remedial action taken. The incident can then be discussed at the next Health and Safety Committee meeting.

Through the forum of the Health and Safety Committee, acting as an advisory committee, accidents, near misses, incidents of damage, audit results and inspection results shall be monitored and analysed to enhance preventative measures. Regular health and safety audits and site visits are undertaken on site periodically.

## **Action in the Event of Fire**

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm shall be raised immediately by the appropriate method. This should be the first action taken on the discovery of any fire, however small. All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. The company will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately that a fire existed. The company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the predetermined assembly points. Re-entry of the building is strictly prohibited until the Fire Brigade Officer in Charge declares it is safe to do so. Silencing of the fire alarm should never be taken as an indication that it is safe to re-enter the building. Employees should report any concerns regarding fire procedures, so that the company can investigate and take remedial action if necessary.

Fire Evacuation procedures are contained in the Safe Working Practices Manual, and detail the actions to be taken in the event of a fire. They are also displayed around the location.

On induction all new employees and temporary staff will receive instruction on the fire procedure.

The General Manager will conduct a practice emergency fire evacuation and training at least once a year. The practice, its successes and failures, is to be reviewed by the Health and Safety Committee and any necessary changes or remedial action taken.

The occurrence of fire evacuations and practice emergency evacuations is to be recorded. The training of employees in the fire evacuation procedure is to be recorded.

## **Fire Exits**

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. In particular the company is committed to providing designated emergency exit routes.

All fire exits must remain clear at all times and any obstruction noticed by a manager, supervisor or operative should be cleared **immediately**. Fire escape routes must also remain clear at all times.

Once per month, all fire exit doors will be checked to confirm their operability. This is to be recorded in the inspection log held in the Records Manual.

Managers and supervisors are particularly responsible for ensuring that their areas of responsibility have clear exit routes and doors at all times. Employees at all levels are also responsible for ensuring that they do not block a designated exit route or door.

### **Fire Fighting and Detection/Warning Equipment**

All fire fighting equipment should be visually checked each week by a nominated person to ensure it is in place and unobstructed and should be formally checked monthly, this check recorded in the log held in the Records Manual.

All fire fighting equipment will be inspected annually by an independent organisation and this inspection recorded.

Emergency lighting will be checked monthly and serviced six monthly. This will be recorded in the Records Manual.

The fire warning system will be tested weekly and serviced every six months. This will be recorded in the Records Manual.

### **Visitors**

All non regular visitors are to report to the Reception on arrival and again on departure.

The visitor(s) is to be logged in including vehicle registration number.

Because of the potential risk to a visitor's health and safety, they may not, unless they are "authorised persons", access working areas unless accompanied and their escort made aware that they must be accompanied at all times.

Regular visitors will be authorised by letter and informed of relevant Health & Safety risks.

### **Organisation, etc. of Traffic Routes**

Suitable measures have been taken to ensure that the use of traffic routes do not give rise to health and safety risks to persons working on site or where practical nearby. The movement of vehicles into and out of the depot involves a range of vehicles from cars to HGVs.

To ensure the safe movement of vehicles around the site safe system of works have been written.

### **Contractors**

Section 3 of the Health and Safety at Work Act required employers to ensure, so far as is reasonably practicable, the health, safety and welfare of persons other than employees who may be affected by work being carried out. Other legislation includes the Management of Health and Safety at Work Regulations, which require employers who share workplaces to co-operate and co-ordinate measures in order to comply with the relevant legislation, and the Occupiers Liability Act which places duties on the occupiers of premises to take reasonable care to ensure the safety of others. To ensure maximum safety on this site all contractors working on the site are normally controlled through an Approved Supplier Listing or must report to management for risk assessment.

On arrival at Reception contractors will initially be treated in the same manner as for visitors. They are to be logged in, including vehicle registration number. Once it has been ascertained that the visitor(s) is a contractor who wishes to carry out work on site, Reception are to inform the General Manager and direct the contractor to them.

The General Manager will then discuss with the contractor the work to be carried out identifying any hazards the contractors are likely to create and to make the contractor aware of any activity on site that may impact on his/her employees' health, safety or welfare.

When the need for support from a contractor has been identified, and prior to them working on site, the General Manager should request if appropriate, a written Method Statement. On receipt of this document they should satisfy themselves that the contractors will pose no significant risk to their employees.

Requirements for regular contractors can be covered where appropriate by annual issue and assessment of supplier.

If necessary a 'Hot Work Permit' will be issued should the contractor wish to carry out any 'hot work' on site.

### **Personal Protective Equipment**

The Personal Protective Equipment Requirements 1992 state that every employer shall ensure that suitable Personal Protective Equipment is supplied to employees who may be exposed to risk while at work.

Subject to risk assessment equipment that is provided can include:-

- a) Overalls
- b) Safety Footwear
- c) Gloves
- d) Goggles or other eye protection masks
- e) Hard Hat
- f) High Visibility Clothing
- g) Dust Masks

Specific details will be found in the Risk Assessment Manual and appropriate Safe Work Practice manual.

To ensure that Personal Protective Equipment is maintained to an acceptable standard any substandard Personal Protective Equipment will be replaced on demand.

Where appropriate, training in use of P.P.E. will be provided.

Agency employees are expected to provide their own Personal Protective Equipment to the same level as Swains staff and will not be allowed to work on site unless so equipped.

### **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 1994 cover any hazardous substance used and/or stored in our office and warehouses.

These substances have been identified and assessed and are listed in the COSHH Manual. This manual contains the relevant Material Safety Data Sheets and an assessment of the potential risks and the measures necessary to eliminate, reduce and/or control those risks.

To ensure the safety of our employees and others on the site, no hazardous substance will be permitted on site until a suitable assessment has been made. Any Hazardous Substance found on site that has not been through a COSHH Assessment should be moved to a safe area and reported to your immediate Supervisor or General Manager. They will ensure that an assessment is completed and appropriate action is taken.

### **Housekeeping**

Aisles, passageways, fire exits and emergency escape routes must be kept clear at all times. Access to emergency and fire fighting equipment must be kept clear at all times.

Floors must be kept free from liquid spillage and broken glass must be swept up immediately and placed in a suitable container. Any combustible waste accumulated during the working day must be removed from the work area and stored at a safe distance from all buildings. Checks are audited on a monthly basis.

### **Flammable Liquids**

Flammable liquids must be dispensed from approved safety containers. The contents of the containers must be clearly identified. The lid of these containers must remain closed at all times except when pouring. Paints and solvents must be stored separately from combustible materials. When using any solvents or solvent-based products, an appropriate fire extinguisher should be made available.

### **Overhead Working**

Contractors must not perform work overhead of R. Swain & Sons Ltd employees or other contractors on site until special arrangements have been made with the General Manager.

Company employees must not perform work overhead unless authorised by the General Manager. A

Permit to Work will be necessary.

### **Working Alone**

Solitary working exposes employees to certain hazards and it is the company's intention to avoid wherever possible. It is recognised that drivers, fitters, security and other staff are needed to work alone from time to time and where this occurs we aim to reduce any risk to a minimum. The company will take into account the nature of the work, medical fitness, experience, means of communication and training when assessing the risk.

### **Smoking and Naked Flames**

Smoking is not permitted on any R Swain & Sons site with the exception of designated areas.

Battery charging operations are carried out on site and there is a risk of an explosion if naked flames come into contact with the gases produced as a by-product of the charging process. Naked flames are not permitted in the battery charging areas.

### **Ladders, Scaffolds and Working Platforms**

All scaffolding, including mobile and static, must be assembled by competent, experienced personnel on safe foundations and must conform with all relevant legal requirements.

### **Excavations**

All excavations must be securely fenced and any obstructions must be marked with warning signs (and warning lamps during darkness). During the execution of all such work the surrounding area must be kept in a tidy state. Loose material of any kind must not be allowed to obstruct roadways, gangways or working areas but must be kept in a designated area. The sides of all trenches and excavations shall be properly supported at all times.

## **Noise**

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment is reduced to a minimum. The company also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of the noise exposure assessment.

## **Working at Height**

The company will take all reasonable steps to avoid having to work at any height.

## **Induction Training**

All new employees and temporary staff must receive induction training prior to starting their laid down duties.

All new and temporary staff will undergo induction training and this will be conducted by the Location Manager or designated deputy and will cover the following:

- a) R. Swain and Sons Ltd's Health and Safety Policy
- b) Employees' duties in respect to Health and Safety
- c) Fire Instructions
- d) Substances Hazardous to Health (staff specific)
- e) Electrical Equipment (staff specific)
- f) Personal Protective Equipment
- g) Manual Handling Operations
- h) Risk Assessments
- i) Visual Display Equipment (staff specific)
- j) Office Safety (staff specific)
- k) Forklift Trucks/Cranes/Reach Stackers
- l) First Aid

## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible. The implementation of this policy requires the total co-operation of management and staff as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees must inform a responsible person, manager or supervisor immediately and the company will then take the necessary measures to investigate and remedy the situation.

The company will, in consultation with workers and their representatives:

- a) ensure that the electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations.
- b) maintain the fixed installations in a safe condition by carrying out routine safety testing.
- c) inspect and test portable and transportable equipment as frequently as required, the frequency dependent on the environment in which the equipment is used and the conditions of usage.

- d) ensure that only competent persons carry out electrical work.
- e) forbid all work by the company's staff on any electrical equipment or systems, such work will be carried out by approved contractors who are required to be competent, trained and equipped for the work.
- f) maintain appropriate records.

Staff must report faults immediately. Do not use or continue to use faulty equipment. Do not carry out repairs, etc. or even fit plugs, unless you are authorised to do so.

### **Health and Safety Competencies**

All Managers and Supervisors will be trained in Health and Safety Management.

Before being allowed to drive mechanical handling equipment, drivers must receive appropriate instruction and have the appropriate certificate.

All regular MHE and crane drivers will undergo refresher training every three or five years.

### **Mechanical Handling Equipment (includes Forklift Trucks, Cranes and Reach Stackers)**

All reasonable steps will be taken by the company to ensure the health and safety of employees engaged in or affected by MHE operation, in particular forklift trucks, cranes and reach stackers.

The company fully recognises and acknowledges that health and safety hazards will arise from the use of MHE. The company will, in consultation with workers and their representatives:

- a) carry out an assessment of all tasks involving MHE, taking into account the differing types and capacities of trucks, the continually changing work environment, the worker and the variety of substances transported or handled.
- b) take necessary measures to remedy risks found as a result of assessment.
- c) review lift trucks in operation and ensure suitability for the task
- d) advise existing employees, visitors and employees operating M.H.E. of the risks to health and safety and how these are to be avoided.

Forklift Trucks - counter balance, reach trucks, picking trucks, cranes and reach stacker will undergo the following controls:

- a) Defect book located in Workshop.
- b) Mechanical Handling Equipment will also undergo regular insurance inspection.
- c) All test certificates relating to chains and lifting equipment will be held by the Location Manager.
- d) Only personnel with written authorisation are allowed to drive a counter balance or reach truck. The authorisation is for a period of 3 years and will automatically be withdrawn where an operator does not work in a safe manner or after an incident pending an investigation. For crane operation, authorisation is for a period of 5 years.

### **Manual Handling Operations**

The Manual Handling Operations Regulations 1992 require employers to identify all manual handling operations which involve a risk, not necessarily a serious risk, of their employees being injured.

The company shall:

- a) So far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of their being injured;
- b) where it is not reasonably practicable to avoid the need for employees to undertake any manual handling operations at work which involve a risk of their being injured, the company shall:
  - (1) make a suitable risk assessment of all such manual handling operations to be undertaken by them, having regard to the factors which are specified in Schedule 1 of the 1992 Regulations.
  - (2) take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level practicable and
  - (3) provide suitable or appropriate training.
- c) Any assessment of such as is referred to in paragraph b) (1) above shall be reviewed if there is reason to suspect it is no longer valid; or there has been a significant change in the manual handling operations to which it relates; and where as a result of any review changes to an assessment are required, the relevant employer shall make them.

Each employee while at work shall make full and proper use of any system of work provided for his use by his employer.

'Manual Handling Operations' means any transporting or supporting of a load including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or by bodily force. Handling operations include not only moving a load but also supporting it in a fixed position, as well as dropping, throwing or catching actions.

To fulfil these regulations the following methodology is proposed, following 5 basic steps:

- a) Identify all manual-handling operations undertaken by our employees.
- b) Make initial appraisal of all operations to determine if there is a risk of injury to employees.
- c) Avoid manual handling where possible.
- d) Make a full assessment of unavoidable risk linked operations. Considering the load, task, working environment and the individual capability of the operator.
- e) Remove or reduce the risk of injury.

The assessments and their results can be found in the Risk Assessment Manual.

#### **Machinery and Plant (Work Equipment)**

Plant and equipment, whether new, second-hand or hired must not be brought onto the site without prior approval. The degree of approval will vary with the age, size and intended use of the equipment.

The company will ensure that all work equipment is suitable for the purpose for which it is used or provided.

All machinery on site will have a maintenance log and the log shall be kept up to date.

Repairs, modifications, maintenance and servicing of work equipment on this site is restricted to those persons who have been specifically authorised to do so.

Every employee who uses work equipment on this site will receive adequate training for purposes of Health and Safety, training in the methods of using any work equipment and any risks which such use may entail and the precautions to be taken.

### **Waste Disposal**

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace. Suitable arrangements will be made for the disposal of hazardous waste.

### **Battery Charging**

All batteries on mechanical handling equipment are to be changed when the indicator on the equipment indicates a change is required or at the end of the shift. Care must be taken when charging batteries.

Prior to connecting/disconnecting the battery charger must be switched off. See Safe Work Practice.

### **Loading and Unloading**

A large proportion of accidents involve the loading and unloading of vehicles. To maximise safety in this area Safe Work Practice has been generated and should be followed.

### **Block Stacking**

Prior to block stacking, the Location Manager is to ascertain that the compressive strength of the load is in acceptable limits. Prior to stacking the condition of the palletised load should be checked.

### **Roofs**

No employee is permitted to go onto the roof without adequate risk assessment. Where the roof is of fragile construction contractors will be informed and required to carry out work on the roof using crawling boards and with the appropriate safety equipment for working at heights. A permit to work will be required.

### **Rodent Control**

A contractor is responsible for the bait laid down and carries out a quarterly inspection.

A COSHH assessment has been carried out and details can be found in the COSHH Assessment Manual.

Employees are not to remove bait boxes from their allocated location.

### **Safety Audits and Inspections**

There are 2 audits/inspections conducted at this site:

- a) A monthly inspection carried out by a Safety Representative with the local Management.
- b) An annual audit by the Depot Manager or a suitable, nominated external examiner.

### **Visual Display Equipment**

Every employer shall perform a suitable and sufficient analysis of those appropriate workstations for the purpose of assessing the health and safety risks to which those persons using the workstations may be exposed to in consequence of that use. The company will carry out those assessments and the results can be found in the DSE Assessment Manual.

The assessments made by an employer shall be reviewed if:



- a) there is reason to suspect that it is no longer valid, or
- b) there has been a significant change in the matters to which it relates and where as a result of any such review changes to an assessment are required, the employer concerned shall make them

The employer shall reduce the risk identified in consequence of an assessment to the lowest extent reasonably practicable.

All employees classed as a 'User' shall be provided at their request with an appropriate eye and eyesight test, any such test to be carried out by a competent person.

Any eye and eyesight test provided shall be carried out as soon as is practicable after being requested by the user concerned, and in any case to which an employee to become a 'User' be carried out before the employee becomes a 'User'.

### **Risk Assessments**

The requirements of the Management of Health and Safety at Work Regulations are that every employer shall:

- a) make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- b) the risks to the health and safety of persons not in our employment arising out of or in connection with the conduct by him of his undertaking,
- c) any assessment shall be reviewed if there is a reason to suspect that it is no longer valid;
- d) or there has been a significant change in the matters to which it relates,
- e) where the employer employs five or more employees, he shall record the significant findings of the assessment; and
- f) any group of employees identified by it being especially at risk.

A de facto Risk Assessment is already carried out on a day to day basis during the course of normal work activity. Changes in working practices and recognition of faults as they develop, results in the necessary corrective actions being taken. As required by the Management of Health and Safety at Work Regulations 1992 (MHSWR), the company has undertaken a systematic general examination of the work activity and recorded the significant findings of that risk assessment. The Risk Assessments are located in the Risk Assessment Manual.

### **Changes to Legislation**

The main reference for the Director responsible for Health & Safety to be informed of changes to legislation is advice obtained from Third Party consultants and trade journals.

### **Health & Safety Policy & Systems Review**

The directors of R. Swain & Sons Ltd meet monthly and the operational management teams meet quarterly. Specific Health & Safety issues are minuted. A formal review of the Policy is conducted annually by the Director responsible for Health & Safety who will, if applicable suggest changes to the Directors.